

MAINTENANCE COMMITTEES AND CONFERENCES

Effective: May 15, 1968

UDOT 06A-7

Revised: May 11, 1999

Purpose

The Maintenance Quality Panel will function democratically to make recommendations for improvements to any and all aspects of maintenance operations.

To establish a procedure to be followed governing the Maintenance Quality Panel.

To establish a procedure for the structure and format for the conduct of the Maintenance Quality Panel meetings. The meeting format is designed to keep focus on specific topics, and to get the most out of the meetings in the shortest possible time.

Policy

A Maintenance Quality Panel is established for purposes of:

1. Developing and recommending to the Deputy Director, improvements/changes to policy and procedure, performance standards, standard drawings, and other aspects of maintenance operations.
2. Acting as an advisory body for consideration of various items which affect maintenance operations.
3. Monitoring the progress and pursuing the effective implementation of new maintenance programs.

It will be the policy of the Department to actively pursue the timely implementation of recommendations made by the Maintenance Quality Panel as they are approved and forwarded to the Regions by the Deputy Director for action.

Voting, when not clearly unanimous by the entire membership body, shall be limited to seven (7) representatives. Each District (Price, Richfield, and Cedar City) shall have one (1) vote cast by the District Engineer or Maintenance Engineer and each Region (1, 2, and 3) shall have one (1) vote cast by the Region Maintenance Engineer, or Region Operations Engineer. (Region 4 Director shall make his opinion known to District Engineers for purposes of voting). The Engineer for Maintenance shall have one (1) vote. Representative votes shall reflect the majority of their constituency.

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Recommendations formulated by the Maintenance Quality Panel, having major impacts on Maintenance budget, safety, operating procedures or operating policy, shall be presented to the Deputy Director for approval and implementation.

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For recommendations not meeting the criteria discussed in the preceding paragraph, appropriate instructions, letters, directives, etc. shall be forwarded to the Regions and Districts for implementation.

The Quality Panel will be divided into task groups as per Procedure 06A-7.1. Each task group will have either a District Maintenance Engineer, Region Operations Engineer, or a District Engineer as its leader. The purpose of the task groups will be to develop recommendations concerning improvements to maintenance operations and standards. The chair will make assignments to these task groups as necessary.

The Quality Panel meetings will have a structure and format. (This structure and format is outlined in Procedure 06A-7.2.)

Date, time and place of meeting will be announced by the Chairman. The secretary of the Maintenance Quality Panel will prepare and distribute to each panel member and invited participant an agenda of items to be discussed and a report consisting of a summary of the meeting proceedings.

Meetings of the Maintenance Quality Panel should be held every six months or as often as necessary to serve the purposes of the panel. The Quality Panel meetings will routinely take place in May and November, or as required. The Annual Maintenance Conference will be held in conjunction with the May Quality Panel meeting.

Meetings will be held at locations throughout the State in order to facilitate a better knowledge and understanding of statewide conditions and, when occasions arise, to provide an opportunity to observe the results of experimental methods and techniques.

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Procedures

MAINTENANCE QUALITY PANEL

UDOT 06A-7.1

Responsibility: Membership

Actions

The Maintenance Quality Panel is composed of:

Operations Engineer (1) - Chairman
Engineer for Maintenance (1) - Secretary
Manager Maintenance Systems & Planning (1)
Maintenance Methods Engineers (2)
Maintenance Methods Planning Engineer (1)
Maintenance Contracts Engineer (1)
Equipment Operations Manager (1)
Facilities Maintenance Manager (1)
Roadside Vegetation Manager (1)
Maintenance Operations Coordinator (1)
Support Service Coordinator (1)

Region/District

District/Region Directors (7)
Maintenance Engineer (1)
Operation Engineers (3)
Maintenance Area Supervisors (17)
Maintenance Operations Analysts (6)
Trainers (6)

Other Department employees may participate in the Maintenance Quality Panel discussions at the invitation of the Chairman. **These participating need to be kept to a minimum.**

Responsibility: Operations Engineer

1. Serves as chair of Maintenance Quality Panel.
2. Makes assignments to Quality Panel Task Groups to review, analyze, recommend changes, and make presentations concerning any aspect of maintenance operations.
3. Forwards Quality Panel recommendations to Deputy Director for appropriate action.

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4. Ensures implementation of recommendations as appropriate.
5. Assigns task group membership.

Responsibility: Engineer for Maintenance

6. Prepare and distribute agenda of Maintenance Quality Panel.
7. Prepare and distribute report of Maintenance Quality Panel proceedings within two weeks of meeting. Report should include summary of actions, assignments and pertinent excerpts/summaries of discussions.

Responsibility: Maintenance Quality Panel

8. Review statewide policy and procedures, and recommend improvements.
9. Review maintenance performance standards, and recommend improvements.
10. Review pertinent departmental standard drawings, and recommend improvements.
11. Review maintenance operations and recommend improvements.
12. Review and pursue implementation of new maintenance programs.

Responsibility: Maintenance Methods Engineer

13. Keep track of assignments made to task groups.
14. Keep current list of task group membership.
15. Keep records of Quality Panel proceedings - including written reports from task groups.
16. Keep copy of most recent format for written reports.
17. Report to Quality Panel the status of previous assignments and implementation of recommendations.

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Responsibility: Maintenance Quality Panel Task Groups

18. Meet and complete assigned Task Groups tasks.
19. Meet and prepare presentation for Maintenance Quality Panel.
20. Make recommendations to panel concerning implementation.
21. Submits a formatted written report to the Maintenance Quality Panel Secretary.

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CONDUCT OF THE MAINTENANCE QUALITY PANEL MEETINGS

UDOT 06A-7.2

Responsibility: Operations Engineer

1. Calls meeting to order, keeps meeting focused and on time, adjourns meeting.
2. Conduct, officiate and tabulate voting.
3. Bring each agenda item to closure: take action, make modified assignment, etc.

Responsibility: Engineer for Maintenance

4. Prepare agenda for Maintenance Quality Panel meeting. Each meeting will include the following elements with allotted time frames:
 - a) Call to order/review of agenda priorities, time frames.
 - b) Review/correction/ approval of "Report of Quality Panel Proceedings" from previous meeting.
 - c) Status of implementation reports from each Region (report on progress made in each Region/Region on previous Quality Panel recommendations).
 - d) Report from Methods Engineer.
 - e) Reports from task groups (see task group responsibilities).
 - f) Open forum (brainstorming and assignment of new topics).
 - g) Process meeting - summary of assignments, conclusions, actions.

Responsibility: Maintenance Task Groups

5. Prepare a timely presentation for Maintenance Quality Panel. Each presentation will include the following:

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Format for Presentations

A. Title:

Title of Presentation

B. Number of times in front of the committee:

Number of times presentation has appeared in front of the Quality Panel.

C. Assignment:

A condensed form of what the task group considers to be the major focal point of the assignment.

D. Things to be considered:

Items that the Quality Panel has asked the Task Group to consider with the assignment.

E. Background:

Any information that the Task Group had concerning why this is a problem and why it needs to be addressed within the Quality Panel.

F. Discussion of Body of Presentation:

The major portion of the presentation made in any form that the presenter would like.

G. Sources Used:

References, or people used as references, and members of the Task Group.

H. Conclusion:

The remedy or best course of action to be pursued by Maintenance with regards to the assignment, including implementation plan.

I. At the conclusion:

At the conclusion of each presentation there will be a question and answer session of 5 minutes.

J. Call to vote:

At the conclusion of the question and answer session there will be a call to vote.

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ANNUAL MAINTENANCE CONFERENCE

UDOT 06A-7.3

Responsibility: Engineer for Maintenance

1. Plans, organizes and conducts the Annual Maintenance Conference. Makes assignments to headquarters staff, members of the Maintenance Quality Panel, and designated task groups.

Responsibility: Membership

2. Membership of the Annual Maintenance Conference shall be as follows:

Deputy Director
Operations Engineer
District/Region Directors
District Engineers
Maintenance Planning Staff
Equipment Operation Staff
Maintenance Engineers
Maintenance Operations Engineers
Maintenance Operations Analysts
Maintenance Area Supervisors
Station Supervisors
Maintenance Shops Supervisors
Trainers

3. **Meeting Frequency:**

The Annual Maintenance Conference will be conducted in May in conjunction with the Maintenance Quality Panel.

Conduct of Conferences:

- A. The Annual Maintenance Conference:

This once a year meeting will include station supervisors as well as other maintenance supervisory staff. The purpose of this meeting will be to provide a forum for disseminating information concerning maintenance policies, procedures, standards, and methods for accomplishing maintenance programs. This meeting will be informational as well as an opportunity for members of different Region/Region Maintenance organizations to share ideas, thoughts, problems and solutions with each other.

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This conference will be an opportunity to address a much wider range of topics of interest to maintenance personnel and will include selected topics in personnel, promotions, DBE, EEO, managerial skills, UDOT policies, UDOT goals, UDOT objectives, etc.

Meetings will be held at locations throughout the State in order to facilitate a better knowledge and understanding of Statewide conditions and, when occasions arise, to provide an opportunity to observe the results of experimental methods and techniques.